DEPARTMENT OF ARCHIVES AND HISTORY -S0509-05 RECORDS MANAGEMENT DIVISIO INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to "Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Department of Offender Rehabilitation Application Date Application Number Administrative Office of the Commissioner/ Internal Affairs Div. Application Number Date Received #2 Martin Luther KIng Jr. Dr. DEC 9 1985 Atlanta, Ga. 30334 3 1986 JAN 2. Person to Contact Working Title Telephone Number 656-4604 Amy Goldblatt Associate Operations Analyst 3. Action Requested Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. Amend Application No. 77-70. . Check One: 
Change; 
Supercede; 
Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Use of Weapons Files (Reports and Summary Logs) Present 1972 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Internal Affairs Division is responsible for conducting investigations of misfeasance, malfeasance and criminal activity of State inmates, employees and those within the jurisdiction of the Department of Offender Rehabilitation. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): and investigating Documents relating to: Receiving /reports on use of weapons by institutional personnel in regard to inmates. Use of Weapon Reports, and statements from inmaate and Included are: institutional personnel concerning the circumstances of incident reported, and summary log. File is arranged: By Institution in Chronogolical order 8. Monthly Reference Rate How often are records referred to which are: One to six months old. Seven to twelve months old. \_\_\_\_; Thirteen to twenty-four months old . twenty-five months and older. 9. Annual Rate of Accumulation of Records 1 BOX PER YEAR ; Legal-size drawers Letter-size drawers . \_: Other (specify) \_ AR-60-71; Rev. 76

		 ie it7							
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.								
X	Ga. Code 77-337, Ga. Code Ann. 42-5-36								
X (	c. Is this a vital record?								
			or long term rese		,				
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these								
X	documents be scheduled separately?								
	f. Is the information contained in this series ever published? If yes, attach copy.								
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?								
	h. Is there a duplication of this series in your office, or in another office or agency?								
- I I	h. is there a duplication of this sames in your office, of in another office of agency?  If yes, where? Inmate File (Institution File), and Regional Deputy Commissioner's File								
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X			a computer prin						
11. Retention	Requirements	Th	e following requir	res the series to be kept:					
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	of limitation		years.		, , , , , , , , , , , , , , , , , , , ,				
c. Federa	IN		years.	f. Federal retention instructions	years.				
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	· <del>-</del>		ns. Explain admi	nistrative need.					
" See	auachia	d memor	andum						
b. Limi	tation on p	rosecution	for felonies	s is 4 years (Ga.Code Ann. 17-3-1 (c);	however,				
cour	t <b>will</b> ofter	n allow pro	secution to	commence within the year following.	- '				
12 Approved	Disposition Insti	nuctions Th	is anthony recomm	ends that the file series be cut off at the end of each:	<del></del>				
12. Approved	Disposition has				_				
		u	Calendar Year; J	Fiscal Year;  Other	then,				
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			year(s)						
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Transfe	er to State Archiv	ves for <b>perman</b>	Mt retention;						
C, Other	(Sp <del>ecify</del> )								
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77	- 70 A			State Records Committee (Signature)	, /				
Recommendation	ons in pera-	<del></del>		Commission Commission (Signature)	Date				
graph 12 are ap	-	State Audi	tor/Designee	1 mond 1	10000				
(If disapproved,	attach letter	3.2.3.1.32.			12-31-85				
of explanation.		Secretary of	State/Designee	4 devend Welder	12/16/85				
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		Attorney Ge	neral/Designee	Asterbe-1	1/2/945				
R-50-71; Rev.	76		(B	everse Sign					

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## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgie, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date	Dept. of Offender Rehabilitation	Application Number		
•	Administrative Office of the	77-70		
Application Number	Commissioner/Internal Affairs Div.	Data Received Data Completed		
	800 Peachtree/Atlanta, Ga. 30308	FEB 1 5 1977   MAR - 4 1977		
. Person to Contact	Working Title	Telephone Number		
Toni Buford	Intelligence Analys	st 894-5034		
L Action Requested				
	n Schedule; record will continue to accumulate.			
	accumulation; no further accumulation anticipated.	and the second of the second o		
c. Amend Applicatio				
I, Dates of Series Earliest Latest	5. Records Series Title (fallowed by title used in office; if d	ifferent)		
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1973 Present	Use of Weapons File;			
L. Division and Office Functi	on What is the function of the Division and the Office in	which this record series is created?		
	and the second s			
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or misieasance	, malleasance and criminal activity o	of State inmates		
employees and	those within the jurisdiction of the	Department of Offender		
Rehabilitation	,	sober eneme or orrender		
		and the second s		
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l December Control	The file and the she fall with do not be first to form			
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and tibes, if any):		
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•	in regard to inmates.	· <del>-</del>		
_	and and			
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	institutional personnel concerning th	e circumstances of		
	incident reported.	•		
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One to six months old twenty-five months and old	ler	U twenty-rour months old		
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. Accuse Mate of Accustulat	inn er #8CDIC1			
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a. Is this the office of the life of the l			A <
1 170 0 771 (91.9.1)	contain confidential information	n requiring security handling? If yes, cite law or requ	lation.
c is this a vital re			
	have historical or long term res	earch value?	
e. When one or to	wo documents in the file make it	necessary to keep the entire file for a long period, co	uld these 🐰 💮
documents be	scheduled separately?	- Company of the control of the cont	
		published? If yes, attach cooy.	
g. Is the informat		analyzed and/or recorded in a summarized report?	
h. Is there a dup!	ication of this series in your office	ce, or in another office or agency?	
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	d series result in a computer price		
11. Retention Requirements			<u>.</u> چ
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a. State Law		d. Audit period	Years.
		e. Administrative need	
c. Federal law	years.	f. Federal retention instructions	years.
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Attach copy or excert of la	iws or regulations. Explain admi	inistrative need.	
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12. Approved Disposition Inst		nends that the file series be cut off at the end of each:	
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Other (Specify)	AND THE PROPERTY OF THE PARTY O	noid 70 years: then destroy	
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These instructions apply to	all prior and future accumulati	ons of the series.	
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Agency Head/Designes /Signa	ture) Date	Records Management Officer (Signatura)	Date
No college	<b>/</b>	Nunco Illar	19/1/1/27
vouscours.		Suban Warm	P/1/11/
•		State Records Commistee (Signature)	Date
Recommendations in para-			
graph 12 are approved.	State Auditor/Designee	11 and	3-3-77
(If disapproved, attach letter	////	0 31	
of explanation.)	Secretary of State/Designee	Canoll Hart	2-28-77
1.4	1.45	1/1/1/1/1/2011	100
•	Attorney General/Designee	1 /// / X / WIII	15577

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